

**State of Rhode Island and Providence Plantations
INFORMATION RESOURCES MANAGEMENT BOARD
Meeting Report**

Date/Place: February 8, 2001/Department of Administration, Providence, Rhode Island

Purpose: To receive presentations of IT Proposals for the FY 2002 Budget.

Members Present: Barbara Weaver, OLIS (Chair); Robert Bromley, RI Senate Fiscal Office; William Fagan, DLT; William Ferland, OHE; Michael Hogan, RI House Policy Office; Janet Levesque, RILOCAT; Dexter Merry, Public Telecommunications Authority; Bruce Reirden, Care New England; Gwenn Stearn, Secretary of State's Office; A.T. Wall, DOC; Don Wolfe, Brown University

Members Absent: Paul Gandel, URI; Stephen McAllister, Budget Office—DOA; James R. Monti, Jr., West Warwick School Department; Joseph Pangborn, Department of Elementary & Secondary Education; Joan Ress Reeves, Library Board of RI; Kathleen Spangler, MHRH;

Other Attendees: Warren Angell and Pam Annarummo—DEM; R. Gary Clark, Charles Dolan, Jack Murphy, John Nugent, and Elaine Phillips, DOA—Taxation/DMV; Connie McGreavy and Thomas Palmer—WRB; Paul McLaughlin, DHS; Thomas Longest, EDS; Jess Richter, Peregrine Systems; Patricia Chorney, Thomas Marcello, Karen Mellor, and Beth Perry—OLIS; and Suzanne Geschler

Reporting: Carol Ciotola, OLIS

Chair's Report—Ms. Weaver reported that the Governor, during his State-of-the-State Address, announced that the state would be investing in E-government to keep businesses and the state more competitive. He's targeting \$8.4 million to improve government efficiency and to enhance customer service. Copies of the Governor's State-of-the-State Address were distributed.

Presentations of IT Proposals for FY 2002 Budget (These presentations were audio-taped):

Rhode Island Department of Administration—A PowerPoint presentation was made with respect to the General Tax Administration, Motor Vehicle Services, and Child Support Enforcement units of the Division of Taxation. Messrs. Clark, Nugent and Murphy respectively provided an overview of each unit, as well as the major information technology initiatives of each for FYs 2001/02. Copies of this presentation were distributed.

Department of Environmental Management—Mr. Angell and Ms. Annarummo made a PowerPoint presentation with respect to the Department's mission, goals, strategic priorities, and its major information technology initiatives for FYs 2001/02. Copies of this presentation are attached.

- Mr. Wolfe asked for clarification of DEM's request to fill nine FTEs in FY 2002 with only \$28,000 being requested for the MIS Office. Mr. Angell explained these FTEs would not be funded by DEM, but by other agencies.

Department of Administration—Mr. Marcello made a PowerPoint presentation with respect to the Rhode Island Statewide Automated Information Link (RI-SAIL), formerly known as FMIS. He provided a project overview, its purpose, background information, and activities to date. Copies of this presentation are attached.

- Mr. Wall asked which departments would implement this system on July 1. Mr. Marcello explained that although pilot agencies were initially chosen, a decision was later made to have all departments implement this system on July 1. Mr. Wall asked if the existing data component and the legacy systems would be dropped after July 1. Mr. Marcello replied that the legacy system will not be used for ongoing transactions, but the data within it will be used for a period of time. Ms. Weaver stated that all accounting relating to FY 2002 will be housed on the RI-SAIL system.

Committee Reports--

Legislation Committee—Mr. Wolfe reported that it appears UCITA will not be a priority for legislative action this year. Ms. Weaver noted that not only library people and academic institutions have expressed their views that this is bad legislation, but also the financial services industry, the insurance industry, and investment companies all thought it to be bad legislation as currently worded. A number of people would like to see proposed legislation on a national level that would include acceptable language. Senator Rooney plans to create a focus group to address this matter.

Working Group—At the Board's January meeting, Ms. Weaver distributed a copy of the process used by the state of Arizona to evaluate information technology projects. The IRMB is required to approve proposed IT projects prior to submittal to the Budget Office, the Governor and the Legislature for funding. At the January meeting, a committee was formed to develop a process to evaluate state IT proposals. Beginning with the FY 2003 budget, each agency will be required to submit to the IRMB a proposal for any new or major IT project. The Board will review these using the newly developed process and timeline. Mr. Fagan took the lead in this work and at this meeting distributed and reviewed a discussion draft of the "Project Investment Document." He noted that after developing this document, it was circulated to Committee members for comment. He then reported on the Committee's recommendation to authorize the Chair to continue this project process by—(1) accepting the discussion draft as a working model, (2) authorizing the Chief Information Officer to come up with actual forms that will be needed with documentation as contained in the information document, (3) approving the use of the document in this form or a refined form for the FY 2003 budget cycle (forward to departments by April 1.), and authorizing the Chief Information Officer to develop the methodology to measure effectiveness of this process to determine whether or not to use it for the FY 2004 budget cycle.

- Mr. Wolfe commended Mr. Fagan for a great job of capturing Arizona's document and adapting it for Rhode Island use. He moved to: **Accept the recommendations of the committee and recommend the Project Investment Document to the Chief Information Officer for finalization.** Mr. Merry seconded the motion. Discussion of the motion followed.
- Mr. Wall asked about the relationship of the IT plans that each department currently submits to the Budget Office (BR-12 forms) with respect to the new forms. Ms. Weaver replied that the new forms would supersede BR-12 forms. He noted that the draft document does not post a minimum amount of money for IT proposals. Ms. Weaver explained that for FY 2003 departments would only need to submit new or vastly expanded projects to the Chair by July 1. The Board would then review these proposals through September, at which time it would prepare a report and recommendation to the Budget Office and the Governor as to which projects should be funded and at what level. Mr. Fagan explained that this document also distinguishes between technology project replacements that are part of a business process as compared to new IT project initiatives.
- Mr. McLaughlin pointed out that some information—cost, etc.—is not available until a department goes out with a Request for Proposals. Ms. Weaver explained that the exact cost of a project is not as important as knowing the scope of it and how it will fit in with what is going on in other agencies.
- Mr. Wall asked how realistic it is to expect that OLIS will be able to assign liaisons to work with each agency on proposed projects. The Board would not want to begin a process that it could not later implement. Ms. Weaver explained that this process would mirror the process already in place for Capital Budget proposals. Mr. Fagan explained that OLIS staff's involvement would depend on how much assistance each agency would need.

- Mr. Reiriden suggested adding an extra step—preliminary approval. Before expenditures are made, the Board could review a project to determine whether it was a good idea or whether it should be further considered. Once new projects are added, there is a layer of cost added as well. Mr. Fagan stated that for projects taking several years to complete, funding would be costed out over multiple fiscal years.

The IRMB voted unanimously to approve the motion.

Next Meeting—Ms. Weaver announced that the next regularly scheduled meeting in March has been canceled, because there will be the retreat for IRMB members on March 23. The next IRMB meeting will be held on April 19, 2001, at DOA--Conference Room "C" (2d floor).